



**U.S. Department of Health and Human Services
NASHVILLE AREA INDIAN HEALTH SERVICE**



THE NASHVILLE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
NA-MPP-03-01	10-16-02	Applications will be accepted
NA-ESEP-03-01		until sufficient applications
		are received.

POSITION TITLE, SERIES AND GRADE	LOCATION AND DUTY STATION
Supervisory Environmental Engineer	Office of Environmental Health and Engineering
GS-819-13, \$64,542 per annum	Nashville Area Office
(Includes Locality Pay Adjustment)	Nashville, Tennessee

CONDITIONS OF EMPLOYMENT: Permanent Full-Time. The incumbent of this position is subject to call back and/or standby work.

Area of Consideration: All Sources

If positions are announced outside the local commuting area and an applicant from outside the local commuting area is selected, then IHS is obligated to pay relocation expenses.

Selective Service Certification: If you are a male, born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions) be registered with the Selective Service System.

In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selectee will be required to submit proof of immunity to the following diseases: Rubella and Measles.

Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for Federal Employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **MUST** indicate whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from non-status candidates (individuals who have never been employed by the Federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Jason Begay, 505-248-4517. The decision on granting reasonable accommodation will be on a case-by-case basis.

DUTIES AND RESPONSIBILITIES: This position serves as the Program Chief for the Sanitation Facilities Construction (SFC) and is responsible for a comprehensive engineering and construction program which serves to provide potable water supplies, adequate water treatment and storage, wastewater treatment and disposal facilities and solid waste management assistance to Indian homes and tribes under P.L. 86-121, the Indian Sanitation Facilities Construction Act. Provides technical oversight and consultation services to district and field staff for complex engineering problems and projects related to water, wastewater or solid waste. Monitors overall progress of projects through on-site engineering and project management for particular difficult situations and re-directs resources, as needed, in order to set and get projects on track for completion. Reviews proposed projects for compliance with National Environmental Policy Act (NEPA) and acts as the NEPA area coordinator and contact for environmental assessments and investigations, coordinating issuance of findings and significant impacts. Provides engineering and technical assistance to tribal groups, staff or communities regarding P.L. 86-121 construction projects, establishing and maintaining proper operations, maintenance and repair of sanitation facilities, along with the area safety program in conjunction with construction projects. Manages and authorizes the distribution of project funds for design and construction, manages budget and expenditure of program funds in support of engineering and construction of sanitation facilities. Develops and implements area SFC operating policies, communicating regularly with field and district staff and offices; relating to issues of significance to the program or project workload. Represents the Nashville Area SFC program in National Forums, workgroups and provides administrative task and reports related to: Sanitation Deficiency System, Community Profiles, Operation and Maintenance Data System, Project Data System, Nashville Area Exhibit 12, goals and objectives for Nashville Area annual report to United South and Eastern Tribes and Government Performance and Reporting Act for Nashville Area and the Area Director's Senior Executive Schedule work plan. Plans and directs activities and promotes the PL 86-121 SFC program to other agencies and consults with tribal counterparts on agency issues and areas of concerns; works cooperatively to develop agreements with other agencies to promote improved environmental conditions on Indian lands. Determines manpower needs for area and field offices and recruits staff to meet the human resource needs. Assists tribes and other agencies by providing engineering consultations and technical direction regarding environmental issues, housing, community development and infrastructure planning. Consults with tribal leaders, staff, health directors and organizations to maintain a tribal perspective of program emphasis, priorities, needs, accomplishment, problems, and proposal as they relate to the SFC program. Supervises and makes assignments of duties to field engineers and support staff. Approves leave, resolves grievances, maintains discipline, identifies training requirements and provides or requests training for assigned personnel. Evaluates performance, and recommends various personnel actions.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Basic requirements:

- Degree: Professional Environmental Engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the accreditation Board for Engineering and Technology (ABET) as a professional environmental engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

- Combination of education and experience – college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional environmental or civil engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:
 1. Professional registration – Current registration as a professional environmental engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the environmental specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.
 2. Written Test – Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.
 3. Specified academic courses – Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional environmental engineering curriculum.
 4. Related curriculum – Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional environmental engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions.

In addition to meeting the basic qualification requirements, candidates must have had 52 weeks of specialized experience equivalent to GS-12 level.

Specialized Experience: Professional environmental engineering managerial experience that demonstrates applicant's professional knowledge of non-routine environmental engineering, professional ability to apply such knowledge to environmental engineering problems, and positive continuing development of professional knowledge and ability. Progressively responsible environmental engineering and management and supervisory program responsibility must evidence such experience. Examples of specialized experience are contained in the Duties and Responsibilities statement above.

SELECTIVE FACTOR: In addition to the qualification requirements, to be rated basically qualified for the position, applicants must demonstrate possession of the following knowledge, skills, and abilities (KSAs):

1. Professional knowledge of Environmental Engineering concepts, principles and practices applicable to the full range of engineering duties concerned with the planning, design and construction of sanitation facilities as would be evidenced by registration as a Professional Engineer in Civil Engineering or as a Professional Engineer in Environmental Engineering by any U.S. State or Territory.

SUPERVISORY AND MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess or have the potential to develop the following:

- Ability to assign and review work of subordinates, training and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.

- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- Ability to understand and further management goals as these affect day-to-day work operations.
- Ability to develop improvements in or design new work methods and procedures.

Personal Attributes: The attributes are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances.
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. Applicants must address the following KSAs on a separate sheet of paper.

1. Knowledge of professional engineering concepts, principles and practices as related to water supply, sewerage, and solid waste systems to serve homes and small communities.
2. Ability to manage a sanitation facilities construction program.
3. Knowledge of federal construction contracting process to coordinate the construction of sanitation facilities by government contract.
4. Ability to review engineering studies and reports including cost estimates.
5. Ability to establish and maintain effective working relationships with differing groups and individuals.

HOW AND WHERE TO APPLY: **Applications must be submitted to Albuquerque Area Office.** Our mailing address is Albuquerque Area IHS, Division of Human Resources, 5300 Homestead Road NE, Albuquerque, NM 87110. If submitting in person, we are located at the Indian Health Service Building, 5300 Homestead Road. NE. For copies of vacancy announcements, contact us at (505) 248-4510 or download from the IHS or OPM websites. www.ihs.gov or www.usajobs.opm.gov . We do not FAX vacancy announcements.

FOR CIVIL SERVICE APPLICANTS:

The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Interested applicants may submit one of the following:

1. OF-612, Optional application for Federal employment <http://www.opm.gov/forms/pd/of0612.pdf>;
2. SF-171, Application for Federal employment;
3. Resume; or
4. Any other written application formats.

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN**

LOSS OF CONSIDERATION FOR THIS POSITION. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with ZIP Code), Day and Evening telephone numbers (with Area Code).
3. Social Security Number.
4. Country of Citizenship.
5. If claiming veterans preference, a copy of DD-214; and SF-15 if claiming 10-pt veterans preference.
6. Copy of latest Personnel Action (SF-50B) if current or former Federal employee.
7. Highest Federal civilian grade held (give job series and dates held).
8. High School-Name, City, State (ZIP Code if known), and date of Diploma or GED.
9. Colleges and Universities-Name, City, State (ZIP Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned). To obtain educational credit, applicants must submit a copy of all college transcripts.
10. Work Experience (paid and unpaid) - Job title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Telephone Number, Starting and Ending Dates (month and year), Hours per week and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments, Certificates.
13. Applicants claiming Indian preference MUST submit along with their application a copy of an official BIA Preference Certificate, Form BIA-4432, signed by the appropriate BIA official, or Form BIA-4432 issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA official. Note: Current Albuquerque Area IHS employees need not furnish verification as long as they indicate on the application that a Certificate of Indian Blood is on file in their OPF.
14. Copy of your current performance appraisal, if a current Federal employee.
15. Statement authorizing review of application.
16. OF-306, Declaration for Federal Employment <http://www.opm.gov/forms/pdfimage/of0306.pdf>.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All applications must be received by the closing date of this announcement. All material submitted for consideration under this announcement becomes the property of the personnel office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

FOR COMMISSIONED CORPS OFFICER APPLICANTS:

USPHS Commissioned Corps Officers will be required to meet the same experience and training requirements for the position as Civil Service applicants.

1. Applications from Commissioned Corps Officers who have Indian preference will be evaluated by the Personnel Office. The Curriculum Vitae (CV) will be evaluated against the appropriate IHS Excepted Service Qualifications Standards and against the billet qualifications. The applicant will be determined eligible if he/she meets either of these standards. If there are no "Preston" qualification standards to use in determining the qualifications of a Commissioned Officer applicant who claims Indian Preference, then the applicant will be evaluated against the Office of Personnel Management Operating Manual for Qualifications Standards for General Schedule Positions.
2. Active duty Officers, who do NOT have Indian preference, must submit a copy of current Billet Description along with comprehensive and detailed resume showing work experience, dates, names and addresses of supervisors, education, and other information reflecting individual qualifications for the position. If not now on active duty, but an applicant for the Commissioned Corps, submit the same information as above (except Billet Description), and additional information as to whether application has been approved by the Division of Commissioned Personnel for processing. Qualification determinations for non-Indian Corps Officers will be made by the Personnel Office.

3. Officers claiming Indian preference must include the necessary documentation as stated for Civil Service applicants.
4. Statement authorizing review of application.

INDIAN PREFERENCE: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

ADDITIONAL OR ALTERNATE SELECTIONS may be made within 90 days of the date the Certificate of Eligible was issued, provided the positions to be filled have the same title, series, grade, are in the same geographic location as the position announced, and have the same qualification requirements.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

PERSONNEL CLEARANCE:

/s/ Jason Begay
Human Resources Specialist

10-15-02
Date

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) (INCLUDES INDIAN HEALTH SERVICE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1) Received a specific RIF separation notice; or
 - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - 3) Retired with a disability and whose disability annuity has been or is being terminated; or
 - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 - 5) Retired under the discontinued service retirement option; or
 - 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

- If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.
- If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

Signature of Applicant

SAMPLE FORMAT (USE SEPARATE SHEET OF PAPER)

**SUPPLEMENTAL QUESTIONNAIRE
on Knowledge, Skills and Abilities**

POSITION: Supervisory Environmental Engineer, GS-819-13

VACANCY ANNOUNCEMENT NO.: NA-MPP-ESEP-03-01

Ranking Factors-Knowledge, Skills, and Abilities (KSAs): The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

1. Knowledge of professional engineering concepts, principles and practices as related to water supply, sewerage, and solid waste systems to serve homes and small communities.
2. Ability to manage a sanitation facilities construction program.
3. Knowledge of federal construction contracting process to coordinate the construction of sanitation facilities by government contract.
4. Ability to review engineering studies and reports including cost estimates.
5. Ability to establish and maintain effective working relationships with differing groups and individuals.

The information you provide is considered to be part of your application and, as such, is certified correct by your signature.

Signature

Date